

OPEN



GEOGRAPHIC INFORMATION SYSTEM SPECIALIST

Posting No. 05-045

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: February 28, 2005
CLOSING DATE: March 4, 2005, 4:30 p.m.
FLSA STATUS: Exempt

SALARY RANGE: \$3,319-\$4,479/month

DEPARTMENT: Information Systems

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Supplemental Application

FAILURE TO SUBMIT THE REQUIRED MATERIALS LISTED ABOVE MAY ELIMINATE YOUR EMPLOYMENT APPLICATION FROM CONSIDERATION.

EXAMPLES OF DUTIES

Coordinates and maintains the Spokane County GIS files and related map and data products requested by Spokane County departments such as Sheriff, Public Works, (Building and Planning, Engineers, Utilities), Assessor's and public/private organizations and agencies. Designs and refines GIS cartographic products.

Researches and reviews planning proposals to determine appropriate supporting GIS analysis and/or products.

Develops database and cartographic standards in coordination with other county, state and private GIS users.

Designs and develops GIS applications and other GIS related departmental applications.

Writes code; operates OS software (UNIX, SunOS, Windows NT, Windows 95, etc.) UNIX workstations, PC's, plotters, scanners, digitizers, and other peripheral devices. Writes programs to automate or performs specific GIS tasks, i.e., transformations, geocoding, buffering, creating graphic files, plotting, and batch processing of ArcInfo processes.

Conducts GIS projects and maintains communications with various agencies and County departments.

Presents and instructs at County and regional GIS Technical Users Group meetings.

Perform other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

Bachelor's degree in planning, geography, civil engineering, computer science or closely related field **and** one (1) year experience in programming in ESRI's GIS software environment (e.g. ARC/INFO, Avenue, Map Objects) **or** five (5) years experience in programming in ESRI's GIS software environment. Experience in the above areas may be substituted, year for year, for education.

SELECTION FACTORS

Knowledge of:

- GIS and their uses including software, applications and hardware.
- ARC/INFO, Arc Macro Language (AML), ArcView 2 & 3, Avenue, Map Objects, Visual Basic, MS Access, and other related programming languages and associated hardware platforms.
- spatial and attribute digital data capture and editing procedures, review and cross-checking of spatial/attribute relationships in digital products, GIS requirements.

Knowledge and understanding of:

- cartographic data requirements necessary for developing any given GIS product.

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230

Phone: (509)477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

Ability to:

- program and perform GIS analyses within ESRI's GIS software environment necessary to departmental business function.
- communicate effectively, both orally and in writing.
- establish and maintain effective working relationships with County personnel as necessitated by work assignments.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be solely based on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority based on your qualifications will review your application materials. The hiring authority may interview top candidates. This process may be subject to change.

<p>All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.</p>

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

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